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**THE MISSION OF  
GWINNETT COUNTY  
PUBLIC SCHOOLS**

*is to pursue excellence  
in academic knowledge,  
skills, and behavior  
for each student,  
resulting in measured  
improvement against  
local, national, and  
world-class standards.*

437 Old Peachtree Road, NW  
Suwanee, GA 30024-2978  
678-301-6000  
[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

It is the policy of Gwinnett County Public Schools  
not to discriminate on the basis of race, color, sex,  
religion, national origin, age, or disability in any  
employment practice, educational program, or  
any other program, activity, or service.

2010 Winner of



# TITLE I Parent Handbook

# 2011-2012



**Parent Involvement Handbook  
2011 – 2012**

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Title I Program Personnel for 2011-2012

**Director Federal and Special Programs:**  
**Carol Grady 678-301-7060**

**Coordinators:**

Erin Hahn, Data Analysis and Support 678-301-7079

Celeste Strohl, Guidance and Compliance 678-301-7066

**Program Specialists:**

Connie Davis, Program Specialist 678-301-6835

Erin Buckley, Program Specialist 678-301-7069

Wrae Croom, Program Specialist 678-301-6834

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Linda S. Davis, Program Guidance 678-301-7218

Lisa Carr-Dixon, 678-301-7064  
Supplemental Education Services  
Public School Choice, Migrant  
Education of Homeless Children & Youth

Lynne German, 678-301-6833  
Private Schools/Institutions for Neglected Children

**Accountant - Budget & Finance:**

Lawanda Hankins 678-301-6206

Taleada Williams 678-301-6209

**Administrative Assistant:**

Thelma Hoppe 678-301-7060

**Title I Clerk:**

Judy Bickerton 678-301-7078

OFFICE FAX: 678-301-7058

**Parent Centers**

<b>SCHOOL NAME</b>	<b>Parent Center</b>	<b>School Office</b>
<b>Alcova ES</b>	<b>678 226-7996</b>	<b>678-376-8500</b>
<b>Alford ES</b>	<b>678 924-5323</b>	<b>678 924-5300</b>
<b>Anderson-Livsey ES</b>	<b>678 344-3527</b>	<b>678-344-2082</b>
<b>Annistown ES</b>	<b>770 736-4488</b>	<b>770 979-2950</b>
<b>BB Harris ES</b>	<b>No Parent Center</b>	<b>770 476-2241</b>
<b>Beaver Ridge ES</b>	<b>770 326-8093</b>	<b>770 447-6307</b>
<b>Benefield ES</b>	<b>678 518-6981</b>	<b>770 962-3771</b>
<b>Berkmar HS</b>	<b>770 806-3719</b>	<b>770 921-3636</b>
<b>Berkmar MS</b>	<b>770 638-2310</b>	<b>770 638-2300</b>
<b>Bethesda ES</b>	<b>770 381-4213</b>	<b>770 921-2000</b>
<b>Britt ES</b>	<b>678 639-3884</b>	<b>770 972-4500</b>
<b>Cedar Hill ES</b>	<b>770 822-1263</b>	<b>770 962-5015</b>
<b>Centerville ES</b>	<b>678 639-3711</b>	<b>770 972-2220</b>
<b>Central Gwinnett HS</b>	<b>770 822-6540</b>	<b>770 963-8041</b>
<b>Chesney ES</b>	<b>678 542-2309</b>	<b>678 542-2300</b>
<b>Corley ES</b>	<b>678 245-3468</b>	<b>678 924-5330</b>
<b>Ferguson ES</b>	<b>678 245-5484</b>	<b>678-245-5450</b>
<b>GIVE East</b>	<b>678 407-8857</b>	<b>770 338-4855</b>
<b>GIVE West</b>	<b>770 326-8786</b>	<b>770 326-8000</b>
<b>Grace Snell MS</b>	<b>No Parent Center</b>	<b>770 554 7750</b>
<b>Hopkins ES</b>	<b>770 381-4274</b>	<b>770 564-2661</b>
<b>Jenkins ES</b>	<b>678-407-8886</b>	<b>678-407-8900</b>
<b>Kanoheda ES</b>	<b>678 376-8647</b>	<b>770 682-4221</b>
<b>Knight ES</b>	<b>770 806-3887</b>	<b>770 921-2400</b>
<b>Lawrenceville ES</b>	<b>770 513-6879</b>	<b>770 963-1813</b>

<b>SCHOOL NAME</b>	<b>Parent Center</b>	<b>School Office</b>
<b>Lilburn ES</b>	<b>678 245-5124</b>	<b>770 921-7707</b>
<b>Lilburn MS</b>	<b>770 638-6383</b>	<b>770 921-1776</b>
<b>Lovin ES</b>	<b>No Parent Center</b>	<b>678 518-6940</b>
<b>Magill ES</b>	<b>No Parent Center</b>	<b>770 554-1030</b>
<b>Meadowcreek ES</b>	<b>770 381-4248</b>	<b>770 931-5701</b>
<b>Meadowcreek HS</b>	<b>770 806-2205</b>	<b>770 381-9680</b>
<b>Minor ES</b>	<b>770 806-2227</b>	<b>770 925-9543</b>
<b>Moore MS</b>	<b>No Parent Center</b>	<b>678 226-7100</b>
<b>Nesbit ES</b>	<b>770 414-2771</b>	<b>770 414-2740</b>
<b>Norcross ES</b>	<b>770 326-8006</b>	<b>770 448-2188</b>
<b>Norcross HS</b>	<b>770 326-8748</b>	<b>770 448-3674</b>
<b>Norton ES</b>	<b>770 736-2015</b>	<b>770 985-1933</b>
<b>Partee ES</b>	<b>678 344-4410</b>	<b>770 982-6920</b>
<b>Peachtree ES</b>	<b>770 417-2458</b>	<b>770 448-8710</b>
<b>Radloff MS</b>	<b>678 245-3417</b>	<b>678 245-3400</b>
<b>Richards MS</b>	<b>770 339-4205</b>	<b>770 995-7133</b>
<b>Rockbridge ES</b>	<b>770 326-8090</b>	<b>770 448-9363</b>
<b>Rosebud ES</b>	<b>678 639-3838</b>	<b>678 639-3800</b>
<b>Shiloh ES</b>	<b>770-736-2129</b>	<b>770-985-6883</b>
<b>Shiloh MS</b>	<b>770 982-7752</b>	<b>770 972-3224</b>
<b>Shiloh HS</b>	<b>TBA</b>	<b>770 972-8471</b>
<b>Simonton ES</b>	<b>770 513-6683</b>	<b>770 513-6637</b>
<b>Snellville MS</b>	<b>770 982-7726</b>	<b>770 972-1530</b>
<b>South Gwinnett HS</b>	<b>TBA</b>	<b>770 972-4840</b>
<b>Stripling ES</b>	<b>770 582-7590</b>	<b>770 582-7577</b>
<b>Summerour MS</b>	<b>770 582-7545</b>	<b>770 448-3045</b>
<b>Sweetwater MS</b>	<b>770 935-1334</b>	<b>770 923-4131</b>
<b>Sycamore ES</b>	<b>678 765-4861</b>	<b>678 714-5770</b>
<b>Winn-Holt ES</b>	<b>678 376-8629</b>	<b>678 376-8600</b>

Georgia PIRC – Parent Information and Resource Center

**Purpose:** The purpose of the PIRC program, as established by the US Department of Education, is to help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement and strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the educational needs of children.

PIRC's State Challenge: *To empower, enable, and ennoble parents throughout the State of Georgia, to play ever more influential and personally meaningful roles in the education of their children.*

**PIRC offers information about:**

- School Transition
- School Report Cards
- Georgia Testing
- Reading to Your Child
- Helping Your Child Succeed in High School
- Homework Help
- Parent-Teacher Conferences
- 100 Tips for Parents
- PTAs and PTOs
- NCLB
- And much more....

Visit the website: [www.georgiapirc.net](http://www.georgiapirc.net)

**Contact:** Metro Atlanta Region  
Communities in Schools of Georgia  
600 West Peachtree Street, Suite 1200  
Atlanta, GA 30308  
Julie Hollis, Coordinator  
[jhollis@cisgeorgia.org](mailto:jhollis@cisgeorgia.org)  
(800) 838-5784

Gwinnett County Public Schools  
Office of Federal & Special Programs

Parent Notification to Parents of Students Attending Title I Schools

The Elementary and Secondary Act (ESEA) as reauthorized by the No Child Left Behind Act of 2001 requires that parents be notified that they may request information about teacher qualifications.

In compliance with the requirements of ESEA statute, the Gwinnett County Public School district informs you, as a parent, that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Certification
- 2) College major/graduate certification or degree held by teacher
- 3) Qualifications of the paraprofessional, if paraprofessional services are provided

In addition, parents will be notified by the school when their child has been taught for four consecutive weeks by a teacher who is not highly qualified.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal at your child's school.

NCLB 1111(h)(6)

**GWINNETT COUNTY PUBLIC SCHOOLS  
TITLE I PARENT INVOLVEMENT POLICY  
2011-2012**

Gwinnett County Public Schools (GCPS), also referred to as the Local Educational Agency (LEA) or the district, is committed to establishing partnerships with parents and community members, and encourages their participation in the design, implementation, and evaluation of its Title I Parent Involvement Policy and activities as stipulated under section 1112, section 1116, and section 1118 of the Elementary and Secondary Education Act (ESEA) as reauthorized by the No Child Left Behind Act.

***(A) GCPS involves parents in the joint development of the plan under Section 1112, Local Educational Agency Plans, and the process of school review and improvement under section 1116, Academic Assessment and Local Educational Agency and School Improvement, of the Elementary and Secondary Education Act (ESEA).***

GCPS involves parents in the development, review, and revision of the district Title I Comprehensive LEA Improvement Plan (CLIP) and Parent Involvement Policy. All parents of students attending Title I Schools and parents of homeless, migrant, neglected, and at risk private school children are invited to participate in the process either at the local school or at the LEA Parent Advisory Committee (PAC) Meetings. The PAC is open to all parents of students participating in the Title I program. Parent input from the local school review meetings, the PAC meetings, and the annual parent survey are used to revise the GCPS Title I Plan and Parent Involvement Policy.

***(B) GCPS provides the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.***

The Title I Office staff provides the coordination, technical assistance, and other support necessary to assist each Title I school in planning and implementing effective parent involvement activities to improve student academic performance. Title I Program Specialists assist the Parent Instructional Support Coordinators (PISC) at each Title I school to ensure the effective planning and implementation of the parent involvement program. The Title I Office also provides professional development for each PISC on research-based parent involvement strategies to help parents support their children's academic success.

To fund the parent involvement programs at the district and school level, the Title I Office allocates funds for parent involvement based on the mandate contained in ESEA. Not less than one percent (1%) of the GCPS Title I allocation is set aside for parent involvement. The total allocation for parent involvement for the 2011 -2012 school year supports the employment of Parent Instructional Support Coordinators, Title I Parent Centers, and supplies and materials for parent activities for each Title I school. These funds also support the Parent Leadership Academy, which provides professional learning for parents on becoming parent leaders for GCPS to support all parents of students in our Title I schools. All parents of Title I students are invited to participate in the Parent Leadership Academy (PLA).

Additionally, there are district-wide parent events in which Title schools may participate such as the "Be There" initiative to promote parent education and involvement. These events include presentations on promoting parent involvement to support student achievement, vendors who provide educational support materials, and local school business partners. These events also showcase educational support opportunities available for students and parents.

***(C) GCPS will build the schools' and parents' capacity for strong parental involvement.***

Gwinnett County Public Schools embraces its students, parents, and community. Administrators, faculty, and staff collaborate with businesses and community-based organizations to provide resources and networks for parents and students.

GCPS supports parents in meeting their basic obligation as their child's first teacher. This is accomplished in part through Parent Centers at each Title I school, facilitated by certified personnel, where materials for check-out are available to parents. Parents are provided at least 10 meetings and workshops to assist them in understanding national, state, and district education goals, content standards, the Academic Knowledge and Skills (AKS), the GCPS curriculum, which is aligned with the Georgia Performance Standards (GPS), and the parents' educational rights and responsibilities under the Elementary and Secondary Act and Title I, Part A.

Parents are also trained on: 1) school, district and state assessments; 2) strategies to help their children acquire reading, writing, math, and test taking skills and to monitor their children's academic progress; 3) oral and written English literacy, effective communication with educators, and the use of technology; and 4) decision-making skills, goal setting and tracking goal progress.

Parent meeting and workshop days, times, times, and locations vary to accommodate parents' schedules to maximize parent participation. Childcare and interpreters may be provided for Title I meetings when feasible.

All learning opportunities provided for parents are based on:

#### **The Six Strategies for Building Capacity for Parent Involvement**

- i. Program Information for Parents: Each school shall provide assistance to parents of participating Title I children in understanding such topics as the state's academic content and achievement standards, the assessments being used, the requirements of Title I, Part A, and how to monitor their children's progress work with educators to improve their achievement.**
- ii. Materials and Training: Each school shall provide materials and training, such as literacy and trainings on how to use technology, to help parents work with their children to improve achievement.**
- iii. Educate Educators: Each school shall educate teachers, pupil services personnel, principals and other staff with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.**
- iv. Preschool Coordination: Each school shall "to the extent feasible and appropriate," coordinate and integrate parental involvement programs with Head Start, Even Start, and other preschool programs, and conduct other activities, such as parent resource centers, that encourage parents in more fully participating in the education of their children.**
- v. Understandable Communication: Each school shall ensure that information related to school and parent programs, meetings and other activities is sent**

**to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.**

- vi. Other Requested Activities: Each school shall provide such other reasonable support for parental involvement activities as parents may request.**

The GCPS Title I Office, the Title I schools, and parents of Title I students use resources and training provided by the following:

***Georgia Parent Information and Resource Center (PIRC),  
600 West Peachtree Street, Suite 1200  
Atlanta, GA, 30308***

Additionally, the Title I Office sponsors an LEA Parent Leadership Academy (PLA). This academy is available to all parents district wide to provide opportunities for training on the GCPS and Title I perspective, to facilitate parent input in planning at the district and school level and to develop parent leadership skills.

Furthermore, administrators, faculty, and staff collaborate with businesses and community-based organizations to provide resources and networks for parents and students.

All parent communications are provided in an easy-to-understand language. Written and oral translations in Spanish, Vietnamese, Korean, and Bosnian are available through the GCPS Title III Office, local school personnel, or other contracted individuals. Translations for other languages may be provided upon request, and to the extent practicable. GCPS maintains continuous communication with parents via multiple media, including GCPS and local school websites, local media, community and business partners, parent-teacher conferences, parent workshops, parent centers, newsletters, emails, signs and posters, telephone, and automated calling systems.

Annually, parents are notified of the Adequate Yearly Progress (AYP) status of Title I schools. Parents of students attending Title I Schools identified as Needs Improvement (NI) receive a written explanation regarding their status and are advised of their parent rights under ESEA, which may include Supplemental Educational Services (SES) or Public School Choice. Parents of students attending Title I schools identified as Needs Improvement have the right to provide input regarding the development of the school's plan for improvement. In addition to each school's administration and faculty, other school district personnel assist the school in defining and attaining academic goals. Information about Public School Choice and Supplemental Educational Services (SES) is made available on each NI school's website and the GCPS website. Information is also available at each school.

The GCPS Title I Parent Involvement Advisory Committee (PAC) represents all Title I parents in matters concerning the district Title I Program. The committee includes parents from each Title I school, Parent Instructional Support Coordinators, and Title I and other district level personnel. The PAC meetings are held three times throughout the year to discuss Title I updates, the LEA Comprehensive Improvement Plan (CLIP) and the Consolidated Application, plan for the upcoming year, and provide parent feedback through discussion sessions and surveys. Suggestions are always welcome and considered.

***(D) GCPS will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs.***

The GCPS Title I Program coordinates and integrates parent involvement strategies with other programs such as Special Education, Early Intervention Program (EIP), Public School Choice, Supplemental Educational Services (SES), Reading Recovery, English to Speakers of Other Languages (ESOL), and transition programs to support students and their parents as they transition from pre-K to Kindergarten, elementary school to middle school, middle school to high school, and high school to college and career. Some elementary schools also facilitate the Parents as Teachers Program (PAT) to train parents with strategies to prepare their pre-school children with skills needed for entry into Kindergarten.

*(E) GCPS will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools including identifying barriers to greater participation by parents in activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies.*

The Title I Parent Involvement Policy for GCPS and each Title I school is reviewed and revised annually. A district-wide, annual survey is administered for parent input. Parent meetings are held at various sites and times, to maximize parent participation so that parents have the opportunity to provide input regarding the policy. In addition, parents can provide input through the Title I Parent Advisory Committee and document reviews at each school to discuss the effectiveness of the Title I Program. Parent input, along with survey results from local schools, is used to determine the effectiveness of the program; to identify barriers to parent participation; and to increase opportunities for parent participation.

All Title I meetings are documented with a printed agenda, attendance sign-in sheets, and multiple forms of invitations and advertisements of the meetings. Minutes of all Title I meetings are recorded and all parents' written comments and suggestions are collected and submitted to the Title I Office. The Title I Office maintains its records for five years and is subject to monitoring by the Georgia Department of Education and the United States Department of Education.

*(F) GCPS will involve parents in the activities of the Title I schools.*

Gwinnett County Public Schools is committed to establishing partnerships with parents and community members, and encourages their participation in the design, implementation, and evaluation of its Title I Parent Involvement Policy and opportunities for parent involvement activities at the local school and district level as stipulated under section 1112, section 1116, and section 1118 of ESEA.

The Title I Annual Orientation meetings are held at each school to inform parents about the guidelines, purpose, and goals of the Title I Program. Parents are also informed about the school's Parent Center and the supportive role the Parent Instructional Support Coordinator (PISC) plays in supporting parents to provide them with strategies and materials to help their children be academically successful. The PISC is a certified teacher, who maintains the Parent Center and offers flexible and extended hours for the Parent Center to ensure availability to parents.

Moreover, during the Title I Annual Orientation meetings the student selection process, district Title I Plan and Parent Involvement Policy, School – Parent Compact, Local School Parent Involvement Policy and Action Plan, and the Title I Complaint Procedure are shared with parents. Furthermore, parents are informed of the Federal Education Rights and Privacy Act (FERPA), the Protection of Pupil Rights Act (PPRA) and the Student Directory Information Disclosure to military/institutions of higher learning (high schools). These required Title I documents and parent notifications are distributed by each local Title I

school. They are included in the Title I Parent Handbook, the GCPS Student Handbook, local school handbooks, and district and local school websites.

The School-Parent Compact is explained, discussed, and signed with parents and students during the Title I Annual Orientation Meetings and Curriculum Nights, and may be discussed again during spring conferences. Both the parent and the school maintain copies of the compacts. Newly enrolling students and parents discuss and sign the School-Parent Compact and are given a copy, along with the other required Title I documents at registration. During the school year, parents and teachers may elect to review and revise an individual student's School-Parent Compact to accommodate that student's individual needs.

Each Title I school provides its faculty and staff members with training to help them work with parents as equal partners in the educational process and to increase effective communication between the home and school. Parents' input may be considered in planning such training.

Additional opportunities to involve parents include: volunteer programs and membership on school leadership teams such as the PTA, Title I Committee, Local School Councils, and the LEA Parent Advisory Committee.

Each Title I School surveys its parent population, at least annually, to evaluate the effectiveness of its parent involvement program. Parents are given at least two opportunities to participate in the survey, through written and online questionnaire, personal interviews, or focus groups.

Each school's Title I Committee, which consists of parents, community members, school administrators, and staff meets to review and revise the School Parent Involvement Policy and Action Plan, and the School-Parent Compact. All parents have the opportunity to provide input about expending Title I Instructional and Parent Involvement funds through the Title I Committee meetings and at school wide parent meetings. Proposed budgets are available to all members of the Title I Committee for their review. Additionally, parents who are not members of the Title I Committee have the right to request a copy of the proposed budgets and provide feedback, prior to approval by the Title I Committee.

**This LEA Title I Parent Involvement Policy was reviewed and revised with the input of GCPS staff, parents, and community members, and finalized June 29, 2011. It will be distributed to all parents of students attending Title I Schools. It will also be available to the community through the Parent Centers and on the GCPS website.**

**Gwinnett County Public Schools**  
**Complaint Procedures under the Elementary and Secondary Education Act**

**A. Grounds for a Complaint**

Any individual, organization, or agency (“complainant”) may file a complaint with Gwinnett County Public Schools (GCPS) if that individual, organization, or agency believes and alleges that GCPS is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act as reauthorized by the No Child Left Behind Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

**B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
7. Title II, Part D: Enhancing Education Through Technology
8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
9. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
10. Title IV, Part A, Subpart 2: Community Service Grants
11. Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers
12. Title V, Part A: Innovative Programs
13. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
14. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
15. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
16. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

### **C. Complaints Originating at the Local Level**

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Gwinnett County Public Schools to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Gwinnett County Public Schools.

### **D. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that Gwinnett County Public Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

The complaint must be addressed to:

Mr. Jorge Gomez, Executive Director of Administration and Policy  
CEO/Superintendent's Office  
Gwinnett County Public Schools  
437 Old Peachtree Road, NW  
Suwanee, Georgia 30024-2978

Once the complaint is received by Gwinnett County Public Schools it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

## **E. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, Gwinnett County Public Schools (GCPS) will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date GCPS received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which GCPS may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, GCPS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included.

The sixty (60) day timeline may be extended if exceptional circumstances occur.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

## **F. Right of Appeal**

If an individual, organization, or agency is aggrieved by the final decision of Gwinnett County Public Schools, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Gwinnett County Public Schools' decision and include a complete statement of the reasons supporting the appeal.

**Gwinnett County Public Schools**  
**Complaint Form for Federal Programs under the Elementary and Secondary Education Act as**  
**reauthorized by the No Child Left Behind Act of 2001**

<b>Please Print</b> <b>Name (Complainant):</b>	
<b>Mailing Address:</b>	
<b>Phone Number (Home):</b> <b>Phone Number (Work/Cell):</b>	
<b>Date on which violation occurred:</b>	
<b>Statement that the Gwinnett County Public Schools (GCPS) has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):</b>	
<b>The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):</b>	
<b>List the names and telephone numbers of individuals who can provide additional information.</b>	
<b>Has a complaint been filed with any other government agency? If so, provide the name of agency.</b>	
<b>Please attach/enclose copies of all applicable documents supporting your position.</b>	
<b>Signature of Complainant:</b>	<b>Date:</b>
<b>Mail this form to:</b> <b>Mr. Jorge Gomez, Executive Director of Administration and Policy</b> <b>CEO/Superintendent's Office</b> <b>Gwinnett County Public Schools</b> <b>437 Old Peachtree Road, NW</b> <b>Suwanee, Georgia 30024-2978</b>	

## **Family Educational Rights and Privacy Act (FERPA)**

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an “Eligible Student” upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- An opportunity to seek amendment of educational records alleged to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. In the event a parent/guardian wishes to challenge a student’s educational record, he or she can review Policy JR on the school district’s website. They also may request a hearing or a copy of the procedures for conducting the hearing by contacting the Executive Director for Administration and Policy at 678-301-6005.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
  - (A) to School Officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other party to whom school system services or functions that would otherwise be performed by school employees has been outsourced or assigned. A legitimate educational interest is a need that arises out of a school official’s role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
  - (B) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student’s enrollment or transfer;
  - (C) to specified officials for audit or evaluation purposes;
  - (D) in connection with the student’s application for financial aid;
  - (E) to state and local officials pursuant to State law;
  - (F) to organizations conducting studies on behalf of the school;
  - (G) to accrediting organizations;
  - (H) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
  - (I) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
  - (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.

- A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be addressed as follows:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

## **Privacy: Parents and Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials.** The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and
- **Surveys.** The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing “Protected Information,” the written consent of the Parent or the consent of the Eligible Student is required. Finally, a minor student may not volunteer to submit to a survey revealing “Protected Information” without providing the Parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. “Protected Information” is information in the following categories:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental and psychological problems of the student or the student’s family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating, and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
  8. Religious practices, affiliations, or beliefs of the student or parents.
- **Physical Examinations.** Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

A Parent or Eligible Student may contact the Executive Director for Administration and Policy at 678-301-6005 to obtain a copy of Gwinnett County Public Schools’ policies and procedures developed pursuant to the PPRA.

A Parent or Eligible Student who believes his or her rights under PPRA may have been violated may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.